JAVA FREE PRESS

EBOOK 101

HOW TO WRITE, AUTHOR AND
PUBLISH AN EBOOK ON AMAZON

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101 SELF HELP SERIES

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For Cindy

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INTRODUCTION

One night, as I sat in our local Rashay's restaurant with an old mate, my wife and his, I mentioned to the couple that I had published a book on Google Books and Rakuten Kobo. I was surprised when my friend's wife said that she was very keen to write an eBook but hadn't gotten around to it. She mentioned that she loved writing, had a writing club, and as a published author, would I like to come along to one of the meetings and meet everyone. We spoke more on the topic and my journey as a writer, the ordeals and lessons of publishing an eBook on Google Books and Rakuten Kobo. I could see that there was a definite need for something like this book. eBook 101 is not supposed to be an encyclopedia of writing eBooks, and there are many different eBooks on how to write eBooks. This eBook is the way I do it. And with this eBook, I am trying to impart what I have learnt through my journey.

Maybe this information will make the reader's efforts to plan, write and publish their book easier. Avoiding some of the pitfalls that I came across. I see it useful as a learning aid and a reference tool to keep nearby during your writing journey. I am sure that certain aspects of this book will become dated, and I will need to update it with current tools and practices. I am sure there will be people who message me offering their advice with a tone of authority, pointing out some flaws in my book. I do not care. What I do works for me, and it works well. It may not work for you but let me know if anyone ever reads eBook 101, including yourself, and

does not take some snippet of information away. Of all the courses I have ever done, and there have been many, some make you want to open the classroom window and jump out. Some you wish you could do again, but there have been none where I haven't walked away learning something. Even if only that the place we ate lunch was excellent.

Writing any book is an ambitious venture, so you must be doing it for the right reasons. I meet people all the time that take something that wasn't in vogue but now is. Then, of course, they get right into it, but from my observations, they enjoy stating they are doing it more than they enjoy doing it. We see this all the time on Facebook, but I'll get more into this in the next chapter.

If you have purchased this book, you may have found it searching Google Books and Rakuten Kobo, or maybe a friend told you about it. You have now started the journey by committing to buy it. So, I hope it helps you. I think you will find it a good investment as it has taken me years to work this all out, and now all this eBook 101 information is yours.

WHY

What's your reason for writing a book?

As I alluded to in the introduction, you need to know why you are writing your eBook. If you don't, you need to stop, take stock and work it out.

The first eBook I wrote was called "One of those days". I wrote it as an entry into a writing competition. My reason for writing the story was to see if I was good enough to win. It did win, and this gave me a lot of confidence. My reason for writing the series Bag Chip Bird was because my daughter came to me one day after reading some of my stories and asked me to write some stories for kids. The series is ongoing, and hopefully, some kids find the books entertaining, imagination inspiring and fun. I also mentioned in the introduction why I am writing this book. So, you can see my point here: you will need a reason too, and your reason will motivate you. It is what will snap you out of a writer's slump and push you further to the finish line. I have decided that I am privileged to write. I love it, and it is and always has been a passion of mine. I have websites that promote me and my writing, but they serve a purpose: to build a brand that I can use to make an income as a freelance writer. I plan to move to Indonesia and live there with my beautiful Sundanese wife as a freelance writer in a romantic writing story. I will be spending my days on our balcony in the highlands of Indonesia writing. The branding comes when I need to have some leverage to secure freelance writing contracts for what I hope is a modest income.

Think about your reason. Everyone's reason is different, and I think this makes variety in what we write, which feeds the types of written words that people read.

Now I don't need to write this next bit, and it may be a bit controversial, but I feel it needs to be said. I once asked a psychologist what makes people crave self-validation through attention-seeking. They told me that a person craves attention for two reasons. When they were young, they either had too much attention or none. In this day and age, the attention seeker lives in a world of tools to suit their addiction which will never fulfill needs. Facebook, Instagram, Twitter, TikTok all solicit a forum for the attention seeker. The 90's version of Kath's "look at me look at me look at me". If you look, pun intended, like, follow or share, it is not enough for the attention seeker. It's about the numbers. It is like a social networking epidemic. The likes total 200k, and if this was your target, it might make you feel like you have been noticed and validated, right up to the point where you read the next random post, and it is 201K, beating your total likes. The cycle of you being on top starts again with your next post.

Social Networking is the most significant, quickest, self-validating thing in the world. People post beautiful pictures of their lives, and to be honest, some of them look great. But it is kind of like an episode of Downton Abbey. Everyone wishes they had a regal, wealthy life like the residence of that manor, or in this case, the Facebook post. No one wants to look underneath. The feel of that beautiful cover, the fantastic way the writer pushes and pulls at your heartstring, and you weave your eyes through their words. Their words invoke all types of emotions, feelings, laughter, anger and tears, along with hope.

The reader doesn't see the hours, days, weeks, months, and in my

case, years of making the book. Do not get me wrong. I have felt great pride and pleasure out of receiving positive feedback from readers. The most significant confidence boost I can get as a writer is when someone says they enjoyed my article or story. I would caution you, though, as the joy you feel from positive feedback compared to the effort required to create the piece is very disparate. Think about why you are deciding that you should write an eBook. If it is so you can be the coolest kid on the Facebook block; maybe you need to rethink your reason. I am saying this because you need to realise that the same rush you get from getting 250 likes on your latest post will suffer the same short validation, feel-good life as someone telling you they loved your book. After this feeling wears off, you must go back to your laptop and keep writing with no attention for weeks and maybe months. Writing for me is also a very lonely passion. I talk with my wife about what I am writing, but when the rubber hits the road or when the fingertips touch the keys, it's just the ThinkPad and me.

If you are like me, you may also have a love of stationery. I have always loved it, from note pads to pens. When I was a kid, I would have a favourite pen. I would sit in my room at my desk and re-write my schoolbooks. You see, each day in class, we would take notes, and the teacher would start at one end of a blackboard, writing. It was our job as the students to copy these notes into our exercise books. The problem was when he got to the end of the blackboard, and it was full of his white chalk words, he would rub out where he started and continue writing. So, if you were a slow writer, you would not be able to keep up and miss whole sections. You had to write fast, and this produced absolute scrawl. When I got home from school at my desk, I would transcribe everything into a new exercise book. Showing is how much I love writing, and

this all started when I was ten years old. I would also enjoy walking up to our local shops and visiting the news agency. I would marvel over all of the pens and pencils and stationery. Now I have a collection of beautiful pens which I have sourced over many years. I have Parker, Kaweco, TWSBI, Lamy, Pilot, and Pelican ball and fountain pens and some unique inks from all over the world.

To me, pens, paper, and notebook go hand in hand with writing, a complete package when I was ten though I was like most ten-year-old's, poor and reliant on pocket money or birthday money from aunts and uncles to fund my addiction. When I was ten, my master writing implement was what I could afford: a green Artline 200 Fine 4.0., felt tip made by Shachihata. I would often sit up, transcribing my day's classroom scrawl into an elegant, well-written, orderly exercise book. Looking at my practices back then, I was writing, not a story or article but just writing. I have always loved writing.

As we progress through eBook 101, I am going to make some recommendations. These will focus on the various topics, but at the end of reading eBook 101, you will have two tools in your arsenal to help you get to the finish line and beyond. Stay with me, it will all come together, but for now, we will get a bit analogue. Please go out to your local stationery shop and purchase a notebook and pen. Spend what you can afford, and do not go crazy but make it a nice notebook and pen you are comfortable using. The last time I did this, I went to Office Works. My notebook ended up being a $10 Otto A5 Notebook 192 Page – Blue. There are many types, and my preference is Moleskin, but they can set you back about $45, and while impressive as they are, less expensive notebook suit the purpose. My pen was a favourite being the Pilot Uniball Eye – fine. This pen is a rollerball pen and waterproof, so it can double for

drawing as well. It cost about $3.00 and is beautiful to use for writing. Once you have these items and a spare 30 minutes, grab a cup of coffee or tea and sit down somewhere quiet where you can think and not be interrupted.

I want you to write down your “why” you like writing and all the good things you get out of it. Then write down your objectives and goals as you see them for your eBook. Be kind to yourself and be positive but also truthful. This notebook will be your friend, and every time you have an idea or thought, it will serve as a place to jot these down. You will find it quite liberating to come up with some fantastic ideas, twists, and plots for this and other stories or topics. The liberating part is that you do not have to remember it. You can get back to what you were doing, revise your ideas, and elaborate later during your writing. This little tip sees me writing down little quotes, thoughts, sentences, concepts, plot twists, and everything I know in ten minutes I may have forgotten.

So now you have written down why you love writing and what you get out of it, as well as the reason, objectives, and goals you have for your new eBook, every time you feel doubt, writers slump, or some other feeling which is trying to pull you away from the finish line do this. So grab a coffee or tea, sit down, pick up your book, open it to these pages and remind yourself. Remind yourself of your passion, your reasons for going on this writing adventure, and your objectives for your eBook.

Throughout your notebook, you will be adding all sorts of little tidbits of information and writing hacks to keep you on track and motivated. You will also be taking notes on how to deal with specific issues that I have experienced. I only wish someone had written this eBook for me when I was starting. My mistakes list would have been smaller, and perhaps my eBook “The Longest Way

Home" would not have taken me 32 years to complete.

So, if you have completed the steps above and nailed down your reason for writing your eBook, it's time for the next chapter.

STARTING

Chapter 2

The first thing when your starting is, in my opinion, one of the most important and the most underrated. Most people think about laptops, the latest and greatest software for writing their best seller. These things are important but think of this process like building a house as in foundations first. Every time you want to sit down and write, I always need to feel comfortable. So yes, you will need a good laptop and software, and I will be discussing these topics in later chapters. For now, I am going to talk about where you are going to write. Sometimes you will write in a café, airport, or holiday destination, but home is where I do most of my writing.

For this reason, I always feel that it's essential to make your environment conducive to writing, well as best you can. If you are lucky enough to have a spare room, well, the world is your oyster, and this room may become your writing eutopia and possibly one of your most favourite places in your home. In my previous home, I had this. I had set up my office to be surrounded by things to remind me who I was and always wanted to be, a writer. I had purchased a cheap desk I picked up at a 2nd hand shop for $10. and an almost near new office chair from a garage moving house sale for $5. I also purchased a heap of those immortal plants from Ikea. I painted the room a nice, dreamy sky-blue colour, making the room seem bigger, bright, and cheerful. I also had one 24-inch monitor fitted to the wall above the desk and another next to it in portrait mode. This monitor gave me a lovely extensive writing landscape

on the 24inch monitor, and I used the smaller portrait monitor to display resources and research documents. I also had a beautiful grapevine growing outside, which hung over the window and gave a very rain forest feel.

Everything came together, making a perfect space for me to write in and write I did. I created four eBooks in that little office and completed 4 Diplomas and 2 Cert IVs in that spare room. I miss that little writing piece of heaven I had set up for myself having to move out. I have plans to make another room like that in a couple of years. I am planning, God willing, to move over to Indonesia, which is a complete sensory overload for writing inspiration. We are planning to buy a house up in the highlands near Bandung. I get so excited when I think of how my writing environment will change and the possibilities for my next utopian writing room. For now, though, I am renting a small apartment in Canberra and managed to keep my little desk. It is parked under a window and the view of our landlord's beautiful garden is fantastic? Each morning magpies, rosellas, and kookaburras visit us, while at night, the silhouette of possums walking along the power lines highlights the view from the window. It makes for a charming and serene place to let my imagination go wild and write. It's not quite the room I had in my last house in Gordon, Canberra, and I know it will not come close to the writer den I will make in Bandung, Indonesia, but for now, it's suitable in a temporary kind of way.

Whatever you do when you start, each time your passion calls and you want to open the door to your writing space, make sure it's inviting. My previous setup at my house wasn't there for looks. I created it over a few years. I would sit down and write. Now and then, I would need something or be doing something, and it would make me think, how can I do that better.

An excellent example of this was making my life paperless. I put all my documents online, shedding boxes and folders of space stealing paper. It is beneficial because all your documents, research, and clutter will now be filed as handy PDF files on your computer. I soon found out that this practice was a very efficient way of saving space and being re-organised. There was, however, one slight problem I had not foreseen. I used to review my research document in a folder on my desk, as I would write. Now that I had become the pinnacle of environmental friendliness and discarded my research document paper for my research document PDF. I overlooked that now that I wanted to use a research document, opening the relevant PDF would take up a good portion of my monitor writing real estate. And thus, the idea to have a dual monitor setup for reading documents in portrait mode was born. Someone walking into my writing den might have seen two monitors and thought, “poser”, but it was convenient and an idea I will be revisiting when I move to Indonesia. To modify that famous quote, a man cannot write on a laptop alone.

So, as you can see, starting up can be initially a quick process, but your setup will grow and mature as you find your suitable environment. I guess my key points here are, setting the mood is essential, and to set the mood, you don’t need to spend the budget of a small country.

Another aspect of setting up is reading, what you are reading, and some pitfalls. I found that some parts of what I am writing are also impacted by what I am reading. I haven’t worked out why this is important yet, but I feel it is. For some reason, the more I read, the better I write. For me, they go hand in hand. For example, one of my favourite authors is Jodi Picoult. What a fantastic writer. She does a marvellous thing with her characters in her stories, where a

different character tells each chapter in the book in a unique and thought-provoking way to write a novel. I am not saying we should all go out and copy other authors, that would not be good, but their ideas make us think, think about the way we do things. Another way of looking at this is to take some great achievers, like Bill Gates, Steve Jobs, or any successful person who has written a book about their wins and losses and how they got it done. These people have spent a lifetime exploring, attempting, making mistakes and through these come out as successful businessperson, sportsperson, politicians, or dare I say it, writers. I found that the books these people have written provide us with all their knowledge compressed into 3 to 4 hundred pages, and for only a few dollars, this is ours. Some of these books might have you wishing you were reading something else, but some make us think. They make us question things about ourselves, our goals and objectives. They may even change our lives, so as a writer, I think, who would not want to read it, if not only to make ourselves better writers.

Starting out offers many challenges, and with every challenge, someone wants to alleviate those challenges for you for a small fee. For example, write your novel in 30 days is a course I saw. I ask myself, what is the rush. Also, the whole word limit thing, a book written that's 35 thousand words might fit the entire novel criteria, but if the story and writing is absolute garbage, what's the point. Starting up, don't get so hung up on timeframes to completion and how many words you have written. The last thing you want to do is turn your passion into a chore. You don't want to set someone else's idea of a good book, based on the word limit and the blazing speed at which you wrote it. Publishing an eBook doesn't require a word limit or a traditional focus on what you need to have completed for your work to be called an eBook.

I did some research before I wrote this book and found quite a few books on creating eBooks and publishing. They all have various flavours, from making money publishing your eBook to the more process, textbook approach to doing it. I wanted to be a little different in my approach in this book and write about how I do it. Maybe it's not a traditional view, but as I have mentioned above, you may get some ideas or light bulb moments from reading the eBook. If you do, well, that will make it all worthwhile for me.

COST

So how much is this all going to cost, anyway?

The cost of publishing your eBook will depend on a few things and can vary from a few dollars to thousands. I may go the whole hog one day, but I am cautious. There are thousands of people out there who will tell you that the only way you can be successful is to follow their plan for you, of course, at a small cost. Unfortunately, this small cost may turn into a higher price. Like all marketing, some will draw you in and play with your psyche and your wallet. Tactics will be used to get you hooked then keep you on their hooks. Pun intended, but this is how they make their money. It's an old marketing ploy and is alive and kicking in the writing game. There are some excellent sources and foundations set up to help you, and then there are the shysters who may offer some advice, but their primary goal is to relieve you of some hard-earned cash. If you have gone to the expense of purchGGKey, eISBNg this book, thanks, but I didn't write this book to make you heaps of money as a writer. I wrote it to show people what I do, how I go through publishing an eBook, and what you need to do from my perspective.

In other chapters, I cover many things that will cost you money, but I discuss the overall cost in this chapter. So far in previous chapters, I have mentioned starting and the associated costs of setting up your environment. In the last few years, we have learnt that if you are a keyboard worker, have an internet connection, and have enough charge in your devices; you can work from anywhere. I would say one of the most important and most expensive

purchases will be your device. The device you will sit with and pour your heart and time into as you key away word after word of your upcoming eBook. I love writing, but for me, it comes at a cost. Yes, it'll make do to get the job done, but I find I am much more productive using a device I love. My choice is my ThinkPad T470s. I purchased it second-hand and made a few minor upgrades, as I mentioned above. It's my new best friend, or should I say an old friend returned as the first laptop I ever owned was a 1992 ThinkPad. People may argue this point, but I find that the keyboard is simply the best on the market for writing. For me anyway. This point, of course, is my opinion and my personal preference. I am sure yours will be different. I also don't have a budget for the latest and greatest laptop, so I have used a trick over the years. I bought a laptop that's processer is roughly the same now that it was about three years ago. For example, my 2017 ThinkPad has a similar Intel processor that they sell in the current model. The next step is to make sure the memory can be upgraded but isn't. I have found that a low spec laptop from 2017 costs about $450 with memory and a faster, larger capacity hard disk for about $250 altogether. I end up with a speedy, reliable, and rugged workhorse for about $700. It cost me $1500 less than the new current model with similar specs.

Ok, so you may be saying, OMG, how do I upgrade my laptop. Well, there are a few ways to do this. Ask some tech friend. They are always willing to help out and always looking to show off their fantastic planet-sized tech brains capacity. Another way is to use your phone to look up YouTube videos on the specific laptop model and upgrade the various parts. I do this and pause the video as I go through the process. Here is a big tip that you may wish to follow if you go down this path. Watch the entire video at least once before you start. Trust me, if you don't, getting halfway through the

process and finding out you need an extra screwdriver blah blah blah, you get the idea.

Keep in mind that you don't have to upgrade an old laptop, but don't be one of those people I come across sometimes who make do, for no other reason than they have decided it's too hard. Everyone is different; however, for me, writing is a passion, and getting to do it on my 2017 ThinkPad that I upgraded myself, in some quirky way, looks immersive. Perhaps not necessary, but like grabbing that handful of dirt to earth yourself as you walk onto the football pitch, this does it for me, and it has for years. Years ago, my dad used to enjoy restoring 1940's AND 1950's Willys Jeeps. Literally from the ground up. He was crazy about it and had about seven different models, all painted up in Navy, Army, or UN colours. Each year we would trailer them over to a small town near Canberra called Yass. They were all used to transport the soldiers in the town Anzac Day memorial march. On one day, there was one gentleman who had brought his jeep for the same purpose. I said to my dad as I admired how well restored it was, "wow, dad, look at that" my dad explained that this man had a shop fix it for him. He told me that this guy was rich and had the best jeep in the parade, but not one drop of oil had spilt on his hands. It was then I realised that dad liked the comments he got from passing people admiring his jeeps, but these comments felt sweeter because he had restored the jeep with his own hands. Writing on something I have fixed up myself provides me with the same sweetness. It's a personal thing and not a topic of frequent conversation but, to me, a silent sweetness with every word I type.

Besides your device, there will be other costs which I will cover off in other chapters, but it's really up to you and how much you want to spend. I have made many mistakes, and in writing this

eBook, I am trying to save you from doing the same. We all have enough expenses in life with this, that and the other. If this book helps someone, perhaps from buying several writing software before you get the right one for you, and points you towards the best one I have found, and it works for you, you shouldn't need to go through the same finance hurt lockers I have, I hope.

On a more nuanced point, from another mistake I have made, think before you leap. It may also save you some money these days with the ability to do a lot of research and quickly. If something comes up or is pushed on you, stop, take a step back and do some research online. One tactic used, you may have heard of, is fear of loss. It is used a lot in real estate and for closing deals. The seller will usually only have five places left to do a writing course or throw some date deadline. Don't miss out! Having studied marketing, this is something that stands out to me as a sales strategy. But to the writer looking to publish their first eBook and seeking help from anywhere, this type of strategy can be a veritable trap. Their need to create a sense of urgency is for their sales strategy and not to expedite publishing your eBook. So, stop, take a step back and do some research online. These marketing strategies often present themselves in my inbox, which is how I do my cost-free study, which has saved me a fair bit of money. Type the company into Google. Are they legitimate? Have they been around for a while, and most importantly, what are people saying about them? What are they saying about their product online and outside of their company's website?

Try typing in something like "xxx product issues" or "xxx company complaints or problems". If I get a heap of negative posts or feedback, I walk away, no matter how good the deal seems. The adage, "if it's too good to be true, it usually is", would apply here.

If, however, there are only a few negatives and there will always be some, maybe this enticing product, invitation, course, or offer of help may be worth looking into a little further. Always remember your goals and objectives and remember it's your journey. So, listen to the advice and take the help if you need it but know that when it comes to paying people for help online, ask yourself what the helper's goals and objectives are. If they are a legitimate writing guild or association, it just might be the best membership or course value you ever paid for. If, however, their message contains urgency or limited numbers, look harder before you get your credit card out and start entering in your details. Research, Research, Research.

Another thing to do is to set yourself a writing budget. By the end of this book, you will have a pretty good idea of how much you will need in the bank to write your eBook. The best thing is you will only need to buy your laptop once. Specific items you purchase you can use again, again, and again. Some, however, need to be replaced, renewed, or refreshed, such as printer toner, software licenses, and notebook. The budget doesn't need to be immediately available; like all savings, we can build it up over time as you can afford it. You might start saving a few dollars here and a few there. It all adds up, and you can use those dollars when and where you need them. If you have your budget set aside, you will be able to pay for what you need without putting your writing on hold. For example, your annual writing app software license is up for renewal, and you have set aside funds for this months ago.

There will always be a writing cost, but with a bit of thought and research, we can minimize this sensibly so as not to put ourselves out while not getting ripped off. Having the funds for the things you need when you need them allows you to focus on your journey, goals, objectives, and most importantly, your writing.

HARDWARE

As I mentioned in the previous chapter, I think the single most significant cost has been typing these words on my laptop. There are, however, many more hardware requirements that I intend to discuss in this chapter. It is important to note that this is not everything but what I consider essential to my writing hardware. My plan here is to get you to think about yours. Perhaps you will read this chapter and say, “Will forgot this, or Will forgot that”. Maybe I did but remember; this is my list. You will need to create your own. I use everything in my list of hardware daily or weekly as I type away on my latest creation. I haven’t listed rarely used items. I have found my writing always benefits from ensuring minimal distractions. By this, I mean being able to immerse myself in my writing. To play Alice and go deep into the rabbit hole of writing and reach a wonderland where my mind can explore creating this magical world. All the things I mention in this chapter help push me closer to that nirvana by making my writing less about the tools and more about the product they create.

As I mentioned in previous chapters, the environment is a crucial factor for me. In the same way that you wake up in the morning, have a wash, get dressed, put your trainers on and set out on your morning walk, think about that process for a minute. Your environment is essential and made up of many elements and impacts your ability to complete the task. It might be cold outside, so you make sure you have gloves, a scarf, and a beanie. You find it hard to feel motivated, so you play that ever-important Spotify

playlist called “Work out songs”. Oh yeah, and you’re not about to venture out on your three-kilometre walk in your Crosby slippers. You have spent some dollars for this purpose on your very well-suited podiatrist-approved walking shoes. Your writing environment needs should be prepared for comfort and with comfort comes contentment and maybe even a little confidence. Making your morning walk more manageable and more enjoyable with your walking hardware like shoes and smartwatch is similar to making your writing more manageable and more enjoyable and conducive to productivity through your writing implements, tools, and environment.

As I mentioned before, your laptop or writing device will be a crucial factor in how you get your words down on your metaphorical paper. In the same way, you wouldn’t cut up 10 kilograms of carrots with a spoon, don’t pretend that your 10-year-old snail-paced laptop that has windows XP and Word 2000 is going to cut it unless it will. After reading this book, you may have worked out that while very comfortable in your perfectly adjusted writing nook, your old laptop with no Wi-Fi is going to cause you some grief when you’re 1000 miles away from home. I can’t do some online research. You may decide that you use a tablet for all your writing, and that’s fine. Just keep in mind that your choice after you hit the 5000 or 10,000 or 20,000 word typed, might change. Having read the previous chapter, I discuss my choice, and after many iterations of laptops from Apple, Samsung, Asus, HP, and Toshiba, I have settled with my ThinkPad from Lenovo. I only wish I had have reached this point sooner. I might have saved me some dollars.

You may already have some of the following items, and maybe you have them all or even some different ones. However, if this isn’t

you, think of this as a hardware hack where I tell you what I need, and perhaps you do too.

Having a laptop comes with its problems. I have found over the years that I write abroad and sometimes 1000's of kilometres away from my writing desk. Traveling with a laptop can be only ever one of two things, which is easy or hard. You have an investment in your laptop, and it must be reliable. How you look after it will define this. I have always been a neat, tidy, and somewhat practical person, and I like to travel that way. Think about this as it can make or break your day. I have a tech backpack from Hedgren. Designed for housing technology, keeping it safe and thus, ensuring that when I need to get my laptop out, it has travelled in a padded protected way which helps keep it in good condition. The backpacks design allows me to store all the things I need in its various compartments like a mouse, power brick, leads, portable hard drives, pens, notebook, and headphones, and oh yes, my laptop. When I purchased this backpack some years ago, specialised tech backpacks were scarce and only brands like Hedgren had them to suit my needs, but these days this type of backpack is common and less expensive. Just remember that there is no substitute for quality, and my experience here is to check the zip. If it feels cheap, then so is the bag's quality, and that zip is going to get some use. Again, and this will be a bit of a theme in this book, do your research. If there is a great bag out there, people will have blogged and reviewed it online likewise, if there is a crappy one. Seriously, before you go out to get one, do some research, and you will find what you are after. One other note is most laptop bags these days come with a size of laptop they can hold. The last thing you want is to get home with your new laptop bag to find out it can only house 14″ notebook and yours is 15″…. doh!

Power is an often-overlooked accessory. The one good thing about my ThinkPad is that the genuine Lenovo power bricks are cheap, so I have three. Three, you say, that's a bit extravagant. Not really, as it saves me a lot of time and hassle unplugging and plugging in. I have one for travel, one set up at my desk, and one at my desk at work. I don't have any other computers, and I use my laptop every single day. Not having to plug and unplug on average would save me 3 minutes a day overall. That's 18 hours and 25 minutes a year, close to two-three 7 hour working days. I said I was passionate about writing, and I could do a fair bit of writing in that time. One of the power bricks I use for travel has a spare USB A port. It is excellent when you're in a hotel room as it allows your laptop to charge while charging your phone. It is also convenient on cruise ships, as most of those rooms only have a single power point and forbid power boards because of the fire risk.

Most laptops come with a touchpad these days, but I prefer to use a mouse, and I have two. The first one is a Microsoft Sculpt Comfort Mouse. It does not need a dongle with Bluetooth built-in, freeing up a USB A port on my laptop. 2 AA batteries power this, and this is also great for travelling as when they go flat and they will, you can buy replacement batteries anywhere. In Indonesia, where I live part-time, I can even buy them off the street vendors walking past our house. I also have a backup mouse that charges via Micro USB. This mouse is a Logitech Ultrathin Touch mouse. This little mouse is excellent for travelling as it is light and takes up no room. It was pretty expensive, so I picked up mine for less than half price second hand. These are my choices, but a mouse needs to be suitable for you. You probably already have one that you love, but the above ideas and considerations might help when travelling and working away from your desk.

Earphones have a few uses for me, and to be honest, these are also an item that must suit the user. God made us all different, after all. My choice is some in-ear earphones that block out a lot of noise. Due to my wife liking these more than me, I am now using some wireless earbuds. The reason I have included earbuds in my list of hardware is for two reasons mainly. The first is that I find them useful for editing. I have found that the latest version of Microsoft Word comes with a very easy-to-use text reader. You can even pick the voice type like male or female, British or American, and so on. Having your writing read back to you is a beautiful way of editing your manuscript and correcting mistakes very quickly. Doing this with earphones allows you to listen without distractions. The second reason I use earphones is to block out unwanted and distracting noise. It is essential when you are writing while travelling. In the jungles of Indonesia, birds singing and monkeys chatting is one thing, but sitting in a side street cafe as the Jakarta traffic drives by is noisy and very distracting. It is when you will be glad you packed your earphones, headphones, or earbuds. You don't need to spend a small fortune, but you get what you pay for. The cheaper the headphones, the more you will compromise on something, whether sound quality or battery life.

Another Item I use a lot is my Kobo eReader. These days, no one is happier than me about this, but they can be waterproof, depending on the model. As I mentioned before, reading is for me a must as many writers will tell you and not carting around kilos of books makes life easier. I have about 148 eBooks on my Kobo eReader, and I am not about to carry that many books with me. The other reason I have a Kobo eReader is to store my research. Putting a transcript of 500 pages is easy to keep on the Kobo eReader as a PDF. It is also a convenient way to store various travel documents

and ID's I try to be as paperless as possible. Google Books and Rakuten Kobo have eReader apps, so you can just put that app on your laptop or tablet for the same purpose, but I enjoy reading more on the Kobo eReader via the e Ink display. If you want to use an eBook reader, you can pick up a second-hand Kobo eReader in perfect working order for as little as $25.

I cannot underestimate how much I use analogue. Perhaps it's just that I have all my life. Pen's notebook, well, I have spoken about them in the above chapters. It's funny how technology seems to try to emulate or replace every part of our lives. Human augmented body parts, tech is in everything, and when it isn't, we try and put it there. A few years back, this young fellow got sick of reaching into his wallet and pulling out his Opal card to pay for his fare and catch the train to and from his work. What did he do, you ask? In the proper fashion of an Orwellian best seller, he found a doctor to insert the chip part off his Opal card into the back of his hand. Then all he had to do was tap on and off with his hand. True story, you can google it. There was a massive uproar by the New South Wales Transport Department as they painted this young man as irresponsible and his idea as ludicrous. I smiled when I saw this story on channel seven news that night. Almost as I thought, what a genius, when will this be an option for everyone? I want one. I could hear murmurs of bloody idiot from everyone in the lounge room. Anyway, while I await my augmented body part bus pass and am forced to use a chipped card like all the other people, I will use my laptop for writing, but sometimes I need to go back to pen and paper. It always ends up on the laptop anyway, but I also mean writing when I say I love writing. I mentioned having writing implements and alike in the above chapter, so I think that's enough on that topic.

Another practical and very inexpensive piece of hardware I have, and use is a USB thumb drive. Handy to have in your backpack. Maybe someone is helping you with some research and can copy files or documents onto it for you, but the primary use I have for this is storage and security. I get into the organisation later, but basically, all my files are on my computer. Now and then, I'll copy the entire lot, and I mean everything, onto a USB drive and then put it away, usually in my dressing table draw somewhere—my reason for doing this is due to experience. One day you'll be typing away and getting some splendid work done. Just as you turn a corner in your story, your laptop fails, and you lose all your work. After a quick assessment from your local IT guru, he gingerly explains that the hard drive in your laptop is dead. Think about this. All your work is gone, everything. You feel like dying yourself, all those hours of writing, ideas, research documents, and photos are gone.

As the lump in my throat grew more significant, the realisation of what I had lost became my reality. I sat with my head in my hands. Hang on a minute, I remembered. I made that backup a month ago on the USB drive. Looking in my sock draw, there it was, the backup. Trust me when I say you will never need a backup, never, until that one day when you do. Then that little $5 USB drive holding all of your writing and all of your aspirations will become one of the essential things in your life. I have been in the habit of backing up ever since, almost to the point of obsession. Nowadays, though we have cloud storage, as I discuss in a later chapter, this needs to be managed and comes at a cost.

I also have a printer and scanner. My printer is a Wi-Fi version, and while I don't use it much, it comes in handy for proofreading, although I am trying to train myself to do this on my laptop. If you are going to go out and get yourself one, again, do your research. I

would recommend a laser printer for the simple reason that inkjets cost too much in replacement ink. I have found a black and white laser printer does the job just fine. The key to buying one is in the research. You will try to source reliability, preferably have Wi-Fi and has genuine toner replacements that don't cost the earth. Sometimes they will have them on sale at Officeworks. Wow, you say a laser printer for only $49. The toner that comes with it usually only has half the toner of a replacement, and I have found if the printer is new and cheap, check out the toner replacement cost because it's usually high. Another note to take is that while other company's make generic toners at half the price, these very rarely work flawlessly with the printer software, in my experience anyway.

If you are trying to be highly mobile, a scanner can be worthwhile. Researching a book comes with taking notes, other books, much reading, and documents in my experience from many sources. I am currently writing a book called "The Last Ship." It's a story about my grandfather during World War 2. I would have about 600 electronic artefacts, documents, images, and books on the topic and about him. When I travel, I can not cart all of this with me, and this is where my scanner comes into play. I have scanned and converted everything into Portable Document Files (PDFs) and stored them all on my laptop. All of my research is with me all the time, and referencing it is quick and straightforward. Sitting on the second-level villa in Bandung, Indonesia, referencing the dates of his squadron went on a specific mission is easy, and the resource is not some 5273 kilometres away on a bookshelf in Canberra. You'll work out if you need one yourself, but for me, it is an essential part of my writing hardware.

Hardware is a necessary part of my writing life and while I

compromise on a few things, having the right tools for your purpose is a must. Anyway, if you can afford it, it is always easier to complete a task if you have the correct tool for the job. And this would almost certainly apply to writing.

SOFTWARE

When it comes to finding software for writing, the world is your oyster, and this eBook could be on software, but it isn't. There are so many applications for Windows, Mac and mobile platforms that the mind truly boggles. To give some perspective on this and not overwhelm you, I will list the writing applications I have used and their pros and cons. From there, if you haven't already, you will get a good idea of what you could use and which might suit your requirements.

When you talk to writers about writing applications, we will mention the inevitable as the king of writing apps, and I guess it arguably could be. The application I am talking about is Scrivener. As a new writer, I sat at my laptop. I researched what might be an excellent application to provide me with the seriousness of my passion for arranging my writing, design, plots, themes, plans, characters and inevitably my writing. This application suited nicely. Did I say well? If my writing was a leisurely walk across the road, this app was like building the Sydney Harbour Bridge to get there. Overkill, and in my opinion, not for the beginner writer that is starting. Don't get me wrong, as this is a great application, and the support provided and tutorials on YouTube that helps you learn this application are abundant. What I found, though, is that it was distracting me from my passion. As a new writer, what was happening to me? I was turning my passion into a sideline while I tried to understand how everything worked. Having spent the last few decades working in The Australian Department of Defence as a

software developer, testing and quality assurance manager, I was no slouch with learning new software. With this app, though, I feel the complexity is there facilitating the many functions of the Scrivener application. But this is more like a platform than an application. You can make your mind up, but when I started to write seriously, wanting to complete two books, The Longest Way Home and The Last Ship, this steep learning curve was not what I signed up for.

Scrivener can be used on Microsoft Windows or Mac OS. It's reasonably priced, and the support is quite good. However, before you rush over to the bench to grab your credit card and buy a licence, wait a minute, or should I say till the end of the chapter, I might change your mind.

The next proverbial cab off the rank is Microsoft Word. This application has an abundance of word processor power. Great for keying away chapter after chapter, and this app allows you to format your document nicely. You may already have this application as part of your collection of computer or apps, so I am not about to tell you how to suck eggs. Word is a very mature application and is a rock-solid word processor. Being a flexible application with a lot of diversity will lend itself to creating templates for writing, planning, and much more. If you are not going down the whole publisher path, I would advise you to start with Microsoft Word. I have a Microsoft Office subscription, so I get the entire suite for $129 per year. It includes Microsoft Word, Excel, Powerpoint, Publisher, One Drive, and Access. As well as this, I also got one terabyte of cloud storage on One Drive. I'll talk about this cloud storage in another chapter, but for now, suffice to say, it's a good deal. Up to five family members can use this for that cost which I think is a bargain. If you break it down, that's $2.15 per month for each of the five family members. If you have a few young

students in the family, that's very cheap once you include the cloud storage as well.

Another application that I think is my new writing love child is called Dabblewriter. This software is, to put it conservatively, simply amazing. I mentioned above that I was once a software developer and tester, so I confidently say this. A brilliant writer must have designed this application. They have taken all the modern distractions away from writing while leaving you the ability to power through your word count. Sounds impressive because it is. Imagine writing away, and everything around your page disappears. It's a pleasant experience and lets you focus on the task at hand. When you move the mouse, everything materialises back. Another outstanding feature of this software is its configurable sidebar that keeps count of the words you have typed, how many you have left and your goal. It can be configured to schedule several terms for your eBook project and a date-based schedule.

An example of this might be an eBook that you are writing, and your target for the entire eBook is 50,000 words. You enter the date you want this completed by, say, six months. The sidebar will calculate that if you write 274 words every day, you'll reach your goal. It also lets you include days you won't write in the calculation. This function is 100% configurable based on the fields provided. It is a function I have not seen in any other application. The app also functions like google docs in that it saves at each letter typed. It has a sync function included which also works like google docs. A downloadable application is available on all devices, and once you log in, the application will sync from one device to another. Dabblewriter is a subscription-based software from as little a $4US per month if you pay annually. I use the full functionality of this

app to write my entire eBook. I then use the export to word function, which exports the manuscript to a Microsoft Word document for formatting.

As you can see, I use a combination of applications when I am writing. And it doesn't stop there. Another application I use is called Notion. It is a web or downloadable application available for Microsoft Windows, Mac OS, Android, and IOS. The Notion is a productivity application and is another excellent application. I have found this app a very versatile application and it has allowed me to organise my blog and eBook writing. It will enable you to create a plan, templates, schedules, and much more. Instead of getting into it in this eBook, though, do yourself a favour and check out some Notion tutorials on YouTube. They have varying levels from basic to advanced but take it from me; this well may turn into your organisational go to. Oh, and did I mention, Notion is accessible on the personal plan. Everyone knows Microsoft Excel, and you may be thinking about what a spreadsheet program has to do with writing. Well, a lot. How you write may depend on your use of Excel, but this has always been a foundation for planning. For example, creating checklists for chapters and a list for what's next and most recently for my blog site Will's Words, where I promote my new eBooks and write reviews of eBooks I have read.

Over the years, I have become quite proficient with this application, but you don't need to make an essential list for getting your ideas in check. I still maintain one spreadsheet for my ISBN database. I'll discuss this in a future chapter, but now I push all my spreadsheet requirements to Notion. Again, this program allows you to create a database which is all a spreadsheet is. The beauty of Notion is that once you have done this, with just the click of a mouse, you can change the notion view to display the spreadsheet

(in Notion called a table) into a board, chart, kanban, gallery, schedule or Gantt view. These possibilities are endless, and when you combine the power of this with the ability to incorporate templates you can create or obtain as a shared template, it quickly makes the admin of writing less of a management exercise. It, of course, frees up time, which you can use for writing. I think the average person with essential to medium computer proficiency should master the Notion basics after about a week with a bit of effort. The benefit of this is that you will have a master plan and schedule in one place for all your writing once it's set up. I tweaked a few things in my Notion, but for the most part, it has stayed the same as the day I set it up. Again, YouTube tutorials are your friend here.

Imagine you have been writing your eBook. You have everything sorted and have just completed your first draft. You arrive home to find out that your house was robbed, and your laptop was stolen. You have just lost all your work, months of researching for your book, and all your hard work is gone. Because everything was insured, you can get your laptop replaced with a new one, but your work is gone. Can you imagine the feeling? A knot forms in the pit of your stomach, a lump in your throat, and sadness. But then you remember something. You remember reading that eBook called eBook 101 by W. D. Mayberry and the chapter on software. You remember what William said about cloud storage, and you purchased a Dropbox subscription. You also followed the instruction in the eBook, set it up, and yep, all your writing manuscripts, research, and everything in the cloud after all. About two weeks later, a courier delivers your new laptop. You set up Dropbox, and there is everything.

So, you ended up losing nothing. That is the importance of cloud

storage, in a nutshell. There are a few brands to choose from. Dropbox, I have found as the most reliable but also the most expensive. Google Drive is the next cheapest and very mature choice. As good as drobox but very compatible with all things Chrome and the entire Google suite of products. It's also great if you have android devices. My cloud of choice, though, is Microsoft OneDrive. It comes with 1 Terabyte of storage with any Office 365 yearly subscription. Also, if you are doing a lot of work using Office 365, OneDrive is incorporated into those programs as a default choice for saving your files. It was a bit flaky when Microsoft first rolled it out, but it is now as solid as any cloud storage options.

No doubt you will try and research many different types of writing and computer software, but the ones I have mentioned above are what I am currently using. Just remember, the software is not concrete; it should always suit you and your writing requirements. If it doesn't, look for something else and don't settle. Eventually, you will find a program that you fall in love with and will complement your writing drive. The last thing you want is to dread opening the application because you know you will spend most of your time being distracted by how the software works. It will distract you away from an enjoyable and productive writing session. So, if this is you, perhaps spend a few hours or more researching a better writing application. Hopefully, I have given you some suitable options above. I know they work every day for me.

ORGANISATION

I find with writing, perhaps one of the hardest things to deal with is the distractions. What does organisation have to do with distractions? Well, it might be more than you think and more subtle too. So you are keen to get into it and start writing your next book. The idea has been floating around in your head, and now it's time for you to get it written. So you open your laptop, open your writing program and put the proverbial finger "rubber" to the keyboard "road". This process may work for some people but not for me. My approach is coming up soon, but I want to introduce the topic and the word "foundation". When a builder is making someone a new home, they lay the foundations, right. Reading the plans, they mark out and then create the foundations to build the house on. The stronger the foundations, the more likely the journey of building the house will go well. For me, writing needs good foundations.

One was the foundations for your new eBook was discussed above, and was cloud storage. Knowing that your chapters are automatically stored off-site and safe, how comfortable are you with writing. Knowing that you can concentrate on your writing without the distraction of making sure your writing will be safe, secure and saved, next time you need it. So, it's not just enough to have your new masterpiece saved in the cloud as if, like me, you have many notes, ideas for chapters, ideas for covers, research scanned into PDFs or JPEG images. All this stuff builds up and builds up, and before you know it, you can't remember where you put this

document or what you named that document. You have good intentions, and let's face it, that is how you started. The problem is you were so wrapped up in the destination that you forgot about the journey. You didn't see what was needed to get you there and all the stops along the way. It was a mistake I learnt the hard way, and I don't want you to go through the same troubles and stress I did. Now, I have a method of organising my files that lets me concentrate on my writing. It's pretty simple, works on windows or mac, and sets up some good foundations that you can rely on to make your journey easier and, I think, more productive. I replicate this structure for each book I write, and this means that no matter what book I have or am working on, recall and finding a document is the same process using the same structure for everything. It allows you to adopt, over time, a kind of organisational muscle memory. With this method, you will automatically process the file, document or image you are working on. Everything administrative becomes a no-brainer and less of a distraction for your writing.

I use this process and structure to keep my writing process elements organised and easy to access. I will now walk you through the steps setting up this structure for you and then explain what each folder is for:

1. Go to your cloud storage folder and create a folder called "Writing".

2. Open this folder and create a folder called "000 - Administration."

3. Open this folder and create a folder called "001 - Templates."

4. Open this folder and create a folder called "Book folder structure."

5. Now, in this folder, create the folders shown in the diagram below.

Text Description automatically generated with medium confidence

You will only have to create the above once. Currently, folders within the book folder structure will form the folders structure you will use for each book you write.

Now go back to the top-level folder we first created. When you open this folder, you should see only the Administration folder you started; if you can, you are in the right place for the next step. This writing folder is where you create a folder for each book you write. So, let's do that now.

6. In the writing folder, create a folder and name it 001 - "your book name". When I say your book name, I mean your book name, so if your book is called "A Day in the Life of my pet chicken Jenny" your folder would be called "001 - A Day in the Life of my pet chicken Jenny".

Text Description automatically generated

7. Now go to the previously created folders in "Book folder structure", Step 5, copy them and paste them into 001 - "your book name", and you're done.

Each time you start a new book, you will only need to follow steps 6. and 7.

I will now explain how to use the folders within your 001 - "your book name" folder.

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000 - Backup

This folder is used to place any backups of items you may wish to backup or make a copy of, for example, images or backup copies or versions.

000 - Code

Maybe a bit more advanced and not covered in this book, but this folder is used to place any specific automation scripts or macros you might used to make your writing easier. I rarely use this myself, but I have a few times with different books and found it an excellent place to store those files.

001 - Cover

Every book needs a cover, and this is where it can be stored. You may even have different versions as I often do, from the basic Kobo eReader cover version I upload with the eBook for when I publish it to a smaller sized version.

002 - Story Idea

Sometimes you may get an idea for an eBook, and it may be lost and forgotten if you don't write it down. When I have an idea for an eBook, I create the folder structure using Steps 6 and 7 above. I make a word document, and in a few words, maybe 200 to 400, I write out the idea, concept etc. I then save the file here. This idea could sit there for months and sometimes years, but I know my concept is safely recorded in this folder to prompt me long after I have forgotten about it.

003 - Copyright Template

I usually put a small word document here containing the copyright template I will use for the book.

004 - ISBN Information

This folder contains any ISBN information. If you decide to use an ISBN, and I have some recommendations in a later chapter, you will find yourself with documents, barcode images and a few other bits and bobs. This is where they will be stored for when you compile your eBook parts.

005 - Research Documents

This title gives it away but writing an eBook will involve some

level of research. For example, I am currently writing an eBook set in World War II, and I have 825 megabytes of research documents, including pdfs and historical notes saved in this folder.

006 - Images

Sometimes there will be images within your eBook, and they help tell a story in some situations to direct the reader's imagination along the path you are taking them. The 006 - Images folder is where you will store these images for use later on or as you research and discover them.

007 - Story

This folder is where I place my main eBook manuscript for working on. These days, I use Dabble writer, but my process for editing my eBooks involves using Microsoft Word at some point.

008 - The Author

I keep a pre-written word document here about myself. It generally contains the details and a short story about me along with a photo. I place this at the end of each eBook. It also contains links to my Google Books and Rakuten Kobo Author page and my Author page wdmayberry.com.au

009 - Blog

This last folder is where I store a word document about the eBook. It's written specifically for my blog site wdmayberry.com.au, where I discuss and review various eBooks, but the site is also used as another platform to promote my eBooks. I also store a slightly modified version of the blog piece to be used when the eBook is published on Google Books and Rakuten Kobo.

Creating a folder structure like this is a good way of having a place already waiting to create the various parts of your eBook. In time the folder will contain all types of relevant and necessary items which will come together and make your self-published eBook look

professional and complete. Starting on this organisational path will ensure that your work is collated and easy to find. Over time this folder structure will give you a sense of writing conformity and become naturally the way you organise you're writing. I have been using this process for my writing and in various other roles for many years and found that it lets me keep everything together. The last thing you want is to be distracted from your writing because you have to spend an hour looking for a document or image which could be anywhere within the universe of your hard drive. I think they call that chaos, and it is inefficient, unprofessional, and can turn into a monolithic frustration and distraction. I am not about to say that my way of organising my writing is the best. It is just the way I do it, and it works for me quite well. Some of my work colleagues have noticed this organisational framework, and when they saw the benefit of this, they quickly adopted this process for their requirements.

As time goes by, you should find that organising your writing in this way becomes the new normal, and you will just do it instinctively. It's an excellent assurance and makes me feel warm inside when I have to use all of my eBook covers for a project and know with absolute certainty that each eBook cover will be in folder 001 - Cover, of each eBook folder. That's a significant time-saving efficiency when you consider the alternative.

Where I have also found this helpful process is during later years. As time ticks by, and it will, my writing multiple items for multiple platforms has increased. In just the short time since I started writing this book a few months ago, I have designed and published wdmayberry.com.au, I write and publish three blogs a week, work two jobs and find time for projects like writing this book as well. As this all evolves, I have found that the more efficiently I organise my

writing, the better. Setting up my writing folders like this makes sense, and it would be complete anarchy without it. I know there might be better ways of doing something like this out there, but I haven't found it. The lack of finding this type of information anywhere, is part of the reason I wrote this book. I started to think to myself, how hard must it be for people like myself. I genuinely hope you get something out of this eBook, and if I have managed to help just one other writer on their journey, then it will have been well worth it.

BACKUP

With our impressive and sometimes overwhelming world of technology, we are awash with the multiple ways and choices we have these days to back our lives up. It sometimes boggles my mind almost every year; our techno boffins discover and unveil some new way of securing our important stuff and making us feel safe. I often ponder on this and wonder how writers of previous centuries met this dilemma. What did they do? Well, we don't have to worry about their work, that's their problem. But, unfortunately, we have to worry about our lot, I think.

There are, to me, four ways I have used to back up my writing: USB drive, Computer Hard Drive, Cloud Storage and Paper. While there may be some more, I will talk about these as they have been the most effective for me over the years, and I will start with the last one I mentioned first, Paper.

Perhaps a more traditional way of writing has become a more niche way of recording your thoughts, memoirs, and stories. Back in 1989, as a young man starting my book writing journey, I wrote "The Longest Way Home". It was a good idea to pass the time as I sat up in my hospital bed, propped up by quite a few pillows. The words started to flow as my silver Parker Jotter moved across the lined writing pad. Thirty-two pages later, I had completed some chapters, and as I got busy getting back into life, my writing life paused for a period—about 25 years or so. Those 32 pages travelled with me through several house moves and countless journeys abroad, where I intended to get back into it, but then, the trips and

their distractions took over. Eventually, I completed this book, but my point is never to underestimate the usefulness and somewhat nostalgic feeling of what might now seem outdated and a time forgotten art of penning it down. You have to make sure that your writing is kept important enough to you as you journey through life, that you look after it and don't forget to take it with you. Another form of backup I like to use Paper for is a writing dump. I get what I have written thus far and print it. I take the printed copy, place it into a folder and put it onto a shelf. I think safeguarding this method of backup speaks for itself. One less forest but one safe manuscript. It was a sustainable forest anyway ;)

An easier to edit the way of writing is, of course, on your laptop and with everything to do with electronic writing comes the fear of loss; the hard drive fails, the coffee envelops your laptop, or maybe you forget to save it. A practical and very inexpensive way of backup is to copy your work to a USB drive. These can be picked up for as little as $5 at Office Works, Coles or Woolworths and sometimes even for free as a promotional gift. It's simple enough for anyone to make a backup on these. plug it into your laptop, find the folder containing your writing, right-click and send it to USB, "usually the name of the USB drive". Check to see it's all made it there. Place a label on it and file it in your sock draw or jewellery draw. So when someone or something causes a catastrophic failure on your laptop, you will have that warm feeling in your heart that comes with knowing all your hard work is backed up.

The only issue with this type of backup is that you have to be disciplined enough to make your backups regularly, but that's easy enough. Sometimes we are technically sufficient to put a second hard drive in our laptops or have paid for someone to do this for us. Making a copy of your writing to a second hard drive is as simple as

the USB method above. Usually, your dual hard drive functions as a USB drive in that it's separate from your computer's main drive and, most of the time has ample free space for hosting multiple and many backups. I use all the methods above as I am a backup freak, and the thought of losing all my hard work makes me cringe and, well, let's say it would be too much to bare. This leads me to my final method of backup, which for me is cloud storage. What a wonderful invention this is. Cloud storage is where you install a small program on your laptop and point it to keep your files and documents, perhaps the document folder. As you work and create documents, folders and files within the Documents folder are copied onto your cloud storage. Think of this storage as a secure hard drive in a secure building run by a big company like Microsoft or Google. Each time you make a change, it is replicated in the cloud storage. Where this gets interesting is when Murphy's law kicks in. For example, you arrive home to find your house broken into and your laptop stolen. After a short time, the insurance pays out, you pick up your new laptop and take it home. After setting up your new laptop, you download and install your Microsoft One Drive cloud storage app and log in. All your writing and work are automatically downloaded from the cloud onto your laptop's Drive folder, and you have lost nothing. How amazing is that? This is by far my most used form of backup, and everything is backed up as you work, so if you need to restore lost files, you're getting the most recent ones back.

The cost of this storage can vary, but if you subscribe to Microsoft Office 365, you'll already have this for free. Likewise, with Google Drive, the first 15 gigabytes are free, and Dropbox offers 2 gigabytes free, which can be enough if you're using it just for your writing files.

I don't think you should start writing anything till you have your backup regime sorted. It's a foundation stone for everything in the future and can take as little as 15 minutes to set up. Having backups has saved my bacon on more than one occasion. If I hadn't had my backup's, I would have lost hours, months and in some cases, years of research, notes and manuscripts. Whether it's free or paid for, Paper or electronic, having a backup can be worth its weight in gold. So here is a good saying for you. "You will never need a backup of your writing until you do."

In summary, I would like to emphasise the potential financial cost for two scenarios. Scenario 1 goes like this: You've been writing for a while and came across a copy of this book. After reading it, you decide to get yourself a little better organised using some of my tips. One of these is to spend $5 on a visit to Office Works and buy a cheap 16 Gig USB Drive. You arrive home and sitting at your table with a coffee and your new purchase, you plug it into your laptop and copy your entire writing folder to it. Unplugging it, you walk into your bedroom and deposit the USB drive into your sox draw for safekeeping. Scenario 2 goes like this: you continue writing away and storing all of your work in your documents folder. It's convenient, and to be safe, you make a copy in another folder on your hard drive in the documents folder called writing - backup. One day you wake up after a cosy night under your doona, listening to the stormy night outside as rain pitter-patters on your window. You even remember waking up a few times to the thunder and lightning.

After making your morning coffee, you walk into the room where your laptop is sitting, but you notice that that part of the house has the power out. As a result, your laptop won't turn on. You through the breaker and the power comes back on for that room, but the

laptop still doesn't turn on. While investigating the problem, you notice a burnt electrical smell coming from the laptop. You realise when the lightning was happening last night, it must have sent a surge of electricity through to the PowerPoint that the laptop was plugged into and caused it to short out. Bugger. After a quick trip down to the computer repair shop, you are left with a lump in your throat as the computer repair man's words make you feel very anxious. He says, "your computer is cooked, and we can't fix it, the hard drive may also be cooked, but if you take it to this company, XYZ, they specialise in data recovery."

An hour later, you are standing in front of the following computer geek telling you they can try and recover your data, but the process sometimes doesn't work, or you can only get back some of your data. You nearly faint when he tells you that the service will cost $1200. Keep in mind; you have been writing for a year, have the best part of 60,000 words in your manuscript on this laptop. Scenario 1 Outcome: You decide to save $1200 on the service and buy yourself a new laptop. When you get home, you visit the sock draw and after about 10 minutes, you back to writing. Scenario 2 Outcome: You leave your laptop with the data recovery business. After parting with the upfront payment, you get a phone call five days late telling you they could only save two gigs of data and your writing folder wasn't part of that data. You have two thoughts going through your mind now. The first thought is, "I have just lost everything and need to start again". The second thought is, "man, I wish I had have spent that $5 and done a backup." As I said before, you'll never need a backup until you do. So my advice is to backup and backup often. Murphy's law is no one's friend.

COVER

People always say “Never judge a book by its cover”, but others will. There are thousands, no millions of books out there and having an excellent, well-designed cover will make your eBook look both professional and make you look like a serious author. Let’s face it first impressions and all that, so in my opinion, if a book is worth your time to write, isn’t it worth a nice wrapper. One of the easiest and fun places I choose to go when creating my covers is a website called Canva. In today’s day and age of Copywrite, you don’t want to be caught out using that amazing picture to create your stunning eBook cover only to find out you don’t have the right to use it. You could very quickly find yourself holding a newly arrived letter from some lawyer, and you can guess the rest. Canva is a great website that keeps you safe from all of those worries. It is a remarkable place for finding cover art images if you don’t have your own, as well as offering some brilliant templates for the eBook’s cover text layout, including fonts. What more could you want? I have used this website to create all of my eBook covers. Countless videos on YouTube will walk you through using this program, so I will only offer a high-level process that I use to make mine. For the specifics, you can either muddle through, and it’s pretty easy or as I said, do a quick search for “Canva Tutorial” on YouTube.

The first thing to do with Canva, and possibly most of the things I talk about in the eBook, involves preparation. Canva offers a lot, including a way to easily save all of your creations for free. This is a convenient idea considering that over time, like me, you may have

collected many different covers, font styles and layout designs over the months and years of being a writer. I am currently writing a children's series called "Bag Chip Bird", and while the background cover image is the same, to keep the theme, I have just changed the background cover colour to significant effect. So, to keep all of your covers in one place, you are going to need an account. It's easy enough to sign up, and this process will automatically save your covers as you create them. They'll be kept under the menu item "All Your Designs." The beauty of Canva is, as you will quickly find, it isn't just for creating an eBook cover, and you can use this website for many requirements from web banners to business cards.

So, now that you've logged on and perhaps ignored the pop-ups trying to get you to sign up for the monthly subscription, you're set to go. To be clear, Canva and having an account is free. You can pay for a premium account, which comes with some benefits, but it is not required. With a free account, the only cost might be choosing a background image that is not stock and must be purchased, so loyalties are paid to the photographer. This is usually only ever $1.00 per image, so it shouldn't break the bank. If you wonder what stock images are, they are just images that attract no royalty and are free to use.

In the search section of the webpage, type in book cover and hit enter. This will bring up a heap of book covers that will have you spoilt for choice. Don't be too fussy about the image; you can change that later. I usually try to focus on the text layout and when you find one you like, select it. From there, you are taken to the creation page, where you can modify the text style, colour, placement and background image. This section also lets you make copies of your cover page. Doing this means if you completely muck everything up, you can scrap that failed book cover page and select

a copy you have made and progress with it.

I could go on, but I think it's better to get a tutorial from YouTube which will show you in 5 minutes how to create your cover, whereas it might take me several pages of writing to explain. The old saying "a picture says a thousand words" is what I am trying to say here, so to save me some typing and save you some time, find a tutorial that suits your learning style and see you in the next chapter.

STORY IDEA

I struggled to write this chapter as your story idea may come from anywhere. In this chapter, I have discussed how I get my ideas and what I do with them. Writing is like the old horse and water adage, as in you can lead a horse to water, but you can't make it drink. For me, my writing is a passion, and I genuinely love the whole process. That's not to say I don't get frustrated, put off, lost and disheartened with a story. In saying that, you might be thinking with all that pessimism, why write. Well, nothing ever worth doing was easy. Taking all your feelings as your writing can make it very hard, but the rewards and the opposite are valid. I also feel motivated, joyous, achievement, directed, and very satisfied as I push through and complete every page. Where do my ideas come from, what do I do with them, and how do I grow them? I am glad you asked.

Now, I will not get into my ideas for future books as they are mine and not written yet, but my thoughts can come from anywhere, at any time, and sometimes at the most inconvenient times. As an example, the other day, I was driving home from the corner store after picking up some bread, milk, and a BBQ chicken. As I moved closer to my house, I started to think about how we buy and how marketing plays an almost constant part in our lives. We are marketed to at every opportunity, through our phones, T.V.'s, billboards, and even the bus shelter wall screens they set up now, while we wait for our bus. This gave me an idea for a story. As I mentioned above, no spoilers. Perhaps I seem to forget it about 10

minutes later when I have an idea due to my age. I put this down to distractions, and in this day and age, distractions are part of our everyday life. We are, to some point over stimulated by distractions, which makes keeping that new book idea in your head quite hard, for me anyway. How I deal with this and in this instance, is to pull the car over, grab my phone, open the note-taking app, and type in or voice record my idea. This only takes a few minutes, but I have found it is a sure-fire way of making sure that a potential new book idea doesn't get lost forever. Once I return home or later that day, using my laptop to create a new folder for the book in my writing folder. I work out a name for the book, make a word file, and save it with this name. I write out my ideas based on the notes I took previously. I rename the folder with this name too. From there, I used Canva to create a draft book cover. I find this helpful process to capture the essence of my idea. It's saved in the newly created folder and placed at the top of the text in the word document. As mentioned previously, this folder is within the writing folder, within the One Drive cloud storage I have. It means it is all automatically uploaded to the cloud for safekeeping and backup.

At the time of writing this eBook, I have published eight eBooks. This book will be the 9th. But I have thirty-five folders currently with ideas, word files containing descriptions, and the covers, neatly organised. Each is ready for me to begin the process of writing my next book.

We will all have many ideas for stories, various genres, themes, and plots, all waiting to come to life as we put ink to paper or finger to keyboard. Some are great ideas, and some will become books. Others will stay as ideas and not progress any further. Everyone is different, and we all think in our ways, coming up with our thoughts. If I were to say to you think of a theme to write on,

you might say, “ok, vampires”. It might be what you are into and love writing about. You may have an idea for a story, and that’s great, but is it an original idea. With all our different writing styles and approaches, our ideas will grow and take shape, but I always follow a simple rule which I will now explain. As mentioned above, our ideas should be ours, not someone else’s. In coming up with my ideas, I always maintain that it must be an idea not in a book, not in a film, and not on Netflix. If this is true, then my concept gets a folder in one drive, but if I find out someone has already thought of it, I spend no further time with this idea. Or if I think it’s an original idea and find out after it isn’t, I’ll kill the idea and folder too. It may or may not be overly critical to some writers, but to me, it’s a golden rule I always stick to.

Another rule I try to stick to but sometimes break myself is talking about my ideas to others. As I have said above, it must be original for an idea to make it to my one drive writing folder and placed it in its folder there. This means that discussing it among peers is not a good idea. Your conversation overheard or your concept repeated. Try to remember that it’s original, and if you want to keep it that way, the fewer people who know about it, the better. Until you hit the publish button on Rakuten Kobo or Google Books anyway. Sometimes your ideas will be so original and unique that you will want to talk about them, for feedback if nothing else, but I try to put that enthusiasm into writing. It’s hard to keep it to yourself sometimes, but I find it worth it, and the wow factor feedback you get when people read your latest piece or others is worth it in the end.

You may be thinking about something from time to time, and you’ll get another idea to add to your previously penned out idea. This is where your previous preparation comes into play in a big

way. All you need to do is open the saved idea word document in your writing folder. Jot down your further notes, hit save, and you're done. With this process, you can, and I have left an idea for years. I update the idea document now and then, and that's it. Then, when it comes time to write the book, you will have the document with all your ideas, notes, cover image, and any other images you want to use, right there, ready to go.

So having an idea pop into your head at some random location and at some unexpected time is one thing, but having a system to record and then later use that idea to create your next book, isn't just a good idea. In my opinion, it's a must if you are serious, and this chapter has hopefully described the system and process I use to significant effect. I couldn't do without it. You may wish to use this same system, you may modify it a bit to suit your requirements, or you might even have worked out your own, but I think having a way of capturing an idea for your next book for you to get back to later, is almost as important as the idea itself. Building an idea takes time, and it will grow piece by piece, part by part. But eventually, you'll get there, and the feeling of satisfaction you will have and the achievement you have accomplished is so worth the effort in making it a reality. Taking a blank piece of paper, a pen, and creating emotion is a reader starts from an idea. An idea which you can turn into a story if you are consistent with your passion.

COPYRIGHT

No one wants to see part of their book passed off as someone else's work. While it could be argued that mimic is the biggest form of flattery, I don't think the same could be said about writing. There is a name most of us have come across from time to time and perhaps more often at school or university. The word is "plagiarism." To any writer, this type of writing is copied from one writer's work and passed off as someone else's is shunned and seen as a horrendous crossing to the wrong side of the writing tracks. These days in academia, various institutions have specifically designed software which in seconds scours and scans an assignment for sentence structure and phrases, that it compares to internet searches for the same. This is predominantly used to stop students from taking text from a google or wiki search and pasting it into their assignment as their own. There are ways to circumvent and defeat this software by transferring the reader from one language into another, then another, then back into, say, English. They are changing the original to an unrecognisable piece that can be passed off as your own. This practice may have worked some time ago. However, with the advent of Artificial Intelligence (A.I.), I think academic plagiary will become as detectable as a car speeding past a speed camera.

As a writer and many would agree, the thought of someone taking your work and passing it off as their own is one thing, and this can draw a very close similarity to someone also using your ideas. Unfortunately, this can happen from time to time, and how to

stop this is discussed in the above chapter called Story Idea. It involves not talking about your upcoming story ideas. Sometimes we as writers will have a story that we think is so awesome that we want to tell someone, and I say don't. You're going to be less than happy about someone stealing a paragraph and using it as their writing. Imagine how jilted you are going to be if one of your so-called friends or associates ends up with a new Google Books and Rakuten Kobo bestseller, based on your idea, exactly as you told them. What a horrible lump in your throat that's going to leave, not to mention the predicament you might find yourself in when you get your hands on them.

With all best intentions though, we should be making some effort to keep our writing to ourselves, at least until published. Doing this can be challenging, but we can do things to try and steer the would-be plagiarist away from passing off our creation as theirs. I use the below copyright text, and yes, feel free to change the name and use this as yours too. I know the irony of me saying that is not lost on me.

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This book is a work of fiction. Names, characters, places, and incidents either are products of the author's imagination or are used fictitiously. Any resemblance to actual persons, living or dead,

events, or locales is entirely coincidental.

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Now you may have just read all that and thought, why would that stop someone from copying your work? And you would be correct, it won't, but it may deter them. My theory is that most people are good. These people operate on some moral compass, and as such, seeing the above placed on a page in the front of my books gives my writing a distinct level of legitimacy of being original. It shows effort on my behalf to show that at some level, I will not tolerate someone copying my work and passing it off as their own. It gives the impression that such an act would, if detected, be followed up by some kind of legal action. Quite often, that in itself is enough to deter most people, not all, but most.

The above text doesn't cover what you haven't published yet, so here you need to practice the principles of the framework I have mentioned throughout this book. To summarise these principles briefly would be to say that organising your writing in secure cloud storage and backup, password protecting your laptop, and not talking about your story ideas are all essential.

However, people are curious, and when they find out you're a writer, they will want to ask you questions. Most are harmless, but some may be just trying to befriend you to steal your ideas and make them their own specifically. This has happened to me, and I have learnt the hard way. Fool me once and all that. I always try to

see the good in people until proven otherwise. For me, that has always proved too late. After a time, I was able to see these people as they turned up in my life. They seem to be the type of people who have a specific skill set, skills like marketing, the gift of the gab, and sometimes with a silver spoon in their mouth. But one thing they have all in common and have been missing, which makes them stand out to me, is that none of them has a creative bone in their body. They have the means to make an idea work, but they miss that all-important ingredient being your idea concept.

How we deal with these people can be pretty tricky, but with a bit of practice, we can walk away with our heads held high and our ideas still ours alone. Have you ever watched a football player after the game speaking to a commentator? They say things like, “yeah, the boys really played well off the ball up, and our midfield really worked hard all game”, or “we went into the game knowing it would be tuff, but the lads all pulled together to make sure our defence was solid”. It may seem like the tired footy player is a master of his environment, and it comes across as intentionally very professional. But spoiler, it’s scripted and practised before the game. It is part of a repertoire for when the player is put on the spot. I have discussed this with my family’s resident football player, my son Jack. We used to joke about it and his ability to talk for two minutes about how he won a game he never played, based on scripted replies he was taught. Bloody brilliant, I thought, and then thinking about this use of pre-scripting, I put it to use in my writing. It lets me have a conversation with anyone and discuss my writing without accidentally giving up my unpublished ideas. So now, when I come across some silver-tongued devil probing me for a spoiler, the only thing they walk away with is my pre-determined script.

Person “hey Will how’s the writing going”

Me “very well, thanks, but it has its challenges.”

Person “what’s your latest book about.”

Me “oh, it’s a war story set in WW2, about my grandad.”

Person “sounds interesting. Can you give us any spoilers”

Me “I could, but that would spoil the book for you.”

Person “Awww, go on, I hardly have time to read anyway.”

Me “when you find time, I think you’ll enjoy it.”

eBook 101 isn’t about making money from eBooks, and in writing it, I intend to perhaps guide readers through the processes I use to get an eBook published on Google Books and Rakuten Kobo bookstores. I will, however, say this. Over time, I have found that some people want to shortcut what you are doing for whatever reason. “Tell us about your book” might translate to “so I don’t have to read it,” which translates to “so I don’t have to pay for it”. However, going to the trouble to guard your ideas, concepts, and a Copywrite page within your book gives your work and effort value. A value that may only be 99 cents on the Google Books and Rakuten Kobo bookstores, but it’s your work, blood, sweat and tears, passion, and creation. Never let anyone take it for nothing. As a writer, I always come across people who charge like a mercenary for their skillset. They then try to cheapen yours by expecting it for free.

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To GGKEY, eISBN or ISBN, that is the question. But perhaps your question is first, what is a GGKEY, eISBN and ISBN. Before Google Books and Rakuten Kobo came into existence, eBooks weren't that common, but they were around, perhaps not in any formal format. Each book these days will have an International Standard Book Number (ISBN), or they should, maybe. I'll explain the last few words of that last sentence later. In 1970, the International Organization for Standardization (ISO) created the ISBN. Slowly but surely, this numbering system has been adopted worldwide, and now all print books published, or most of them will have one.

With this number, and it's not always in barcode format, you can search for any book on an international scale. Furthermore, you don't need the book title, author, publisher, or anything else, just the ISBN. Pretty cool, hey.

ISBN's, as I have found, are, however, a bit more complex than that. On the surface, they all look relatively the same, but their complexity grows depending on how you buy yours. Like purchasing a domain name through a domain name company, ISBN's also have various companies that sell them, and this is where it gets a little bit tricky. ISBN's are release based on the country they are allocated to. Each part of the ISBN indicates something, making it distinct and recognisable. In that, and ISBN is in itself assigned to an edition. For example, when you visit Fishpond and look for a book, you may see various formats of that book. There might be a eBook, paperback, hardcover, audio, and maybe even

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To put it another way, we all know what a Vehicle Identification Number (VIN) is. Unless your car is pre-1980's, it will have a VIN. This is a unique number assigned to your vehicle and your vehicle alone by the manufacturer. When your mechanic, car dealer, or state road traffic authority looks up your VIN, they can find out various information on your car, like make, model, colour, and if it has been reported stolen. An ISBN is like a car VIN but for books. Doing a search on an ISBN will provide you with information relating to where the book was published, by who, its title, author, and a myriad of helpful information you or a reader might like to know. An ISBN makes your book identifiable and, as such, searchable uniquely. Now I could dribble on how ISBNs are configured and what each section of each number section means, and this would no doubt make the technical side of this book very long, along with this chapter. So instead, I will say that it's an exciting topic to study and look into and best started with a Wiki search for ISBN to get you started.

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Rakuten Kobo, Barnes & Noble, etc., I publish to Google Books and Rakuten Kobo. As such, I only need to do nothing as my eBooks will be given their own GGKEY on Google Books, and eISBN on Rakuten Kobo. So it's a matter of choice for me to use both.

RESEARCH AND REFERENCE

You might be following this chapter as you set yourself up to write your eBook, or you may already be halfway in, and looking for some tips. Whatever the reason, chances are you are writing, and will need to do some research and reference. No matter what you are writing, you'll need to have some way of organising this, recording it, and then referencing it as you write and perhaps as a page during publishing. In a current book called "The Last Ship", the protagonist and main character is my grandad. The story follows his many adventures as he travels through World War 2, trying to survive. This book involved a lot of research, and I had to figure out a way to approach this, which would be both productive and valuable as I wrote each chapter. There was so much information in abundance once I started looking, and the more I looked, the more I found. How I decided to write this was to base it on a true story that I knew. Taking stories, he had told me and meld these with what I found out as I did my research. It was a hard slog, and my story had many gaps between times and places, making it quite hard.

One day on a drive in the country, I was coming back from the south coast of Australia to my home in Canberra. Feeling like a coffee, I stopped at a small town called Braidwood.

Walking back to my car, coffee in hand, I walked along under the heritage-listed awnings, which held all kinds of little shops, from

bakeries to sewing merchants. As I walked past a small antique shop, I had to step around all of their wares that they put on the footpath to attract potential customers. Not wanting to trip over one basket of books, I stepped around it, and an old book with a bright blue cover caught my eye. After picking it up, a quick look through the index, and I was beside myself with joy. This book about the Royal Australian Air Force (RAAF) in the Pacific from 1942 till 1946 had my grandad's squadrons, movements, battles and more, listed chronologically. I couldn't hand the shop assistant their $15 asking price quick enough. This book I was writing is based on a true story. So many gaps in my story could now be filled in with all these dates and places. I drove back to Canberra with a new motivation towards my novel writing with a smile like a cat that got the cream.

Returning home, I quickly realised I needed some way to capture this information and then work out how I would use it in my story, and this is what I did. There are probably many different ways to sort out your research, and they may be better than mine, but this worked for me. It gave me a high level of organisation, which is a predominant theme in this book if you haven't guessed yet.

Reading through the book, I scanned in all the relevant pages. Highlighting the pages that related to my story and contained times and dates. As mentioned in the chapter above called "Organisation", I had structured my folders and the reference pages I had scanned. I placed them in the folder called research. I numbered them in order of events. I did it this way to ensure that this information was uploaded to my cloud storage, making it easily accessible as I wrote. It meant as I travelled over to Indonesia to write parts of this book, I did not need to cart the rather large reference book with me. From there, I placed a brief note on the

reference page within each chapter. Doing this meant as I progressed to the next chapter, there was under each chapter title a dot point reference list of what research I had for the story points of that chapter. All of this work is saved and ready to assist me as I write this book going forward. It took me about two weeks to set all of this up, but my point is that some time spent preparing can save a lot of disorganised anarchy as you progress through the process of writing each chapter. Like I said above, there may be a few different ways of doing this, but in my systematic, process way of doing things, this worked quite well for me. On a side note, I have only written two and a half chapters of “The Last Ship” as I stopped to write ebook 101, intending to try and alleviate some of the steep learning curves my fellow writer friends have encountered.

Another type of reference which I will briefly mention is essential and shouldn’t be overlooked. As we research and gather the information we will use to formulate and construct our stories, we must be mindful that some people have gone through a lot of trouble to create their content, and we should always acknowledge this. Imagine how unhappy you might be to find out that someone had used the information you had published in some form in their book and not acknowledged the source. I get into acknowledgement in the next chapter, but let’s have a quick chat about referencing as in the academic type. I would bet a pound to a penny that someone has handed you back an assignment having marked it and made a note that your referencing was wrong at some point of your school or university life. Well, this isn’t school, and chances are you’re not reading this book about to write a textbook, so APA, MLA, it doesn’t matter. You could put these at the bottom of each relative page, but I stick them at the back of the book on their own page. It’s kind of up to you how you do this, but my thoughts are towards

acknowledging the reference while not directly distracting the reader from the story I am showing them.

IMAGES

They say a picture says a thousand words, and I have always thought this. A well-placed image on your cover or in a key place within a chapter of a book can set the stage for the reader's insight or for their imagination to take over. Used skilfully, you can push the reader where you want them to be and speed up their emotional journey, as their eyes take in what all the pages of your book have to offer them. An image can also make your life easier. In my children's book "Bag Chip Bird", I have very few words thanks to some creative pictures on many of the pages. Talking about one of the protagonists who were not lucky enough to have survived the first six pages, his demise told as "Once, my long-time mate Cheese Wrapper, or just Cheesy to his mates, was stalked for almost three hours by a cat. Just when he thought the cat had lost interest and was gone, it pounced, and Cheesy was off to land in that big tree in the sky." On that page, I just had four well-placed feathers floating to the ground. I led the reader through the screen and used the image of the feathers to paint the picture, using the less is more principal. I mean, let's face it has, having a full-colour photo of a cat ripping a bird apart would perhaps be significant in a graphic novel or something like that. Still, my audience was primary school kids, and that approach would not have been very appropriate. The right image in the right place can work well, and I guess the opposite would be true.

I have mentioned Canva in a previous chapter, and to be honest, I find this a great place to make my covers. This book isn't about how

to make a million bucks from writing an eBook. It's about writing an eBook. Of course, you can pay someone to create you an incredible, eye-popping cover, but I have always had a problem paying for something that I know I can do a pretty good job of, myself.

The cover of this book I made in Canva, and the image cost me $1. Purchasing this image gave me the right to use it, and this is important. People spend a lot of time and have some lucrative businesses dealing with the sale of images. It would be best always to make sure whatever idea you are going to use for your cover or within your book has either been paid for by you or given to you by the photographer. If you have purchased the image, it's yours to use for the purposes you agreed to buy it. If someone gave it to you, well, that's another matter altogether. My Uncle Keith Granger was a photographer in the Royal Australian Air Force during World War 2. During the war, he would climb into whatever plane would take him, and he would travel with the airmen on their missions and take photos. On one particular day, he climbed into a B25 Mitchell Bomber, which was based in the north of Australia, and flew missions out over the Arafura and Banda seas near Indonesia. On this particular day, sitting in the front of the plane looking out the bombardiers viewing window, the plane went into a dive as it started to strafe three Japanese patrol boats. One of the photos that my uncle, Flight Lieutenant Keith Granger, took that day showed the front view of his plane as it strafed the patrol boat, was the crew of the patrol boat running to their battle stations, being shot up and bombs dropping all around them from other B25s who had joined in. The photo captured all of this, including one of the patrol boats blowing up in the distance. It was a compelling image and one which he took while his own life was in danger. Unfortunately,

my uncle has passed away now, but his son, my cousin, has permitted me to use this image to cover my upcoming eBook about my grandad called “The Last Ship”. His only request was that I acknowledge my uncle in front of the book, to which, of course, I was proud to agree. Great story about an image, but my point is, make sure when you are using an idea that you have permission to use it. Another issue I will close this chapter on, is that you should never assume that a picture on the internet in the public domain is okay to use as you see fit. You might save yourself an unwanted letter from the rightful owner’s lawyer.

THE AUTHOR

There is a saying, “the only difference between an amateur and professional writer is that a professional writer never gave up.” I am sure that there might be a bit more to it than that, but the point is if you are ever going to become what you want, giving up is just not an option. Also, one of my favourites is “nothing ever worthwhile was easy.” Writing can be gratifying, and the various parts of this have different levels of complexity. I find just typing away as ideas and words pour into my brain and flow onto a page very natural. I find editing quite arduous, along with the constant battle to make everything perfect through redrafting. I find opening up the Google Partner Centre or Kobo Writing Life uploading my next eBook something I want to shout from the building tops to tell the whole world. I get great joy when people discover I am a writer and author and interest in what I do. The opportunity to write this eBook about writing an eBook will hopefully help people cross the void. I intend to help them get from I want to write a book to I am writing a book, which is heart warming and very rewarding. I think being a writer and author, goes with it, a responsibility to your readers and yourself. As I write, I am always thinking about how the reader will read this and trying to make everything easy to read. A very dear and close friend named Komal once told me she loves the way I write. It was a very kind compliment to pay me, and comments like that will always make you feel good and motivate you, but they must come from the heart and be sincere, and in this case, knowing my friend, I knew it was. I believe one of the recipes

for writing is conviction and having a passion for your work. You can always tell the difference between a cake made following a recipe and one made following a recipe but made with love. A further and more graphic explanation of this might describe a singer we all know as Adele. This singer puts such a level of passion, personal feeling, and conviction into her music videos that they easily invoke emotion in the person watching the video. If you want to experience this, go to YouTube and watch her video called “Hello”. If this video moves you even a little, you will understand what I am saying and know that I am trying to evoke this emotion in my readers. That’s my general goal. Perhaps not with this eBook, as this eBook isn’t about emotion but more about trying to shine a light and get you moving or started on your writing journey.

Editing any one of my eBooks was not fun for me. I enjoy writing but going back over what I have written and changing grammar, spelling, and the overall editing process, I find very arduous. But I must say that it’s a must-do. I choose to self-edit my books to keep the costs down, but if I had more money, I would probably pay an editor. Whichever path you decide to travel down, this part of the process is necessary and should never be overlooked. I started to write my eBook, The Longest Way Home, in 1989 as I sat in a hospital bed. Due to the trauma, pain, operations, recovery, rehabilitation and not so wonderful gift of PTSD, I completed and published this book in November 2020. During this time, I must have redrafted several times, edited several times and got to the final version of the manuscript ready for publishing eventually. It took a long time, and one of the first people to purchase it from the Google Books and Rakuten Kobo store was my brother Robert. He rang me up, and while he said he enjoyed reading it and his first words were, there was a typo on the first page. So it just goes to

show, no matter how many times you pick up your manuscript, you read, rewrite, edit, correct, change, modify and try to make it perfect, there will always be some error you don't pick up. Try to do your best, really try and try hard, but there is a point you will reach when you need to say enough because if you don't, you might like me, end up trying to make perfect as the days turn into months and the months turn into years and the years turn into decades. I don't know about you, but centuries is not an option for me. By the way, if centuries is an option for you, please let me know your secret.

Once you have your edited final version and have your cover ready its time to head over to the Google Partner Centre or Kobo Writing Life for uploading. I am not going to ad countless pages offering a step-by-step, blow by blow how too, as some things might change from time to time. Just visit YouTube and do a quick search on the Google Partner Centre or Kobo Writing Life uploading manuscript process, and you will find literally hours of tutorials that will quickly make you an expert. I have found that because we don't publish a book every day, week, or month, I sometimes forget how this all works. Due to the lack of use with these tools, I often find myself trawling YouTube for tutorials and reminders, so don't feel bad. Once you have put everything together and published it to the Google Books and Rakuten Kobo, it may take up to 72 hours for your new eBook to become searchable. Every time I have published a book like this, Google Books and Rakuten Kobo sends me an email informing me of the outcome.

Once you've completed the above processes, you will have published your eBook, which is hosted on the Google Books and Rakuten Kobo bookstore. Future readers can now find your eBook, review the information you have left them to entice a purchase, and perhaps download a sample or, even better, purchase it. The one

magical thing I have always liked about eBooks compared to traditional books is how they are so ecologically friendly. Imagine the difference. With an eBook, you upload one file and its cover and can sell it millions of times. With a traditional book, you have to make another one to sell it again once it's sold. I think eBooks are simply fantastic.

Now you are a published author, you can do what every writer either plans to do or starts, and that's your next book. Well done, but before you put this book down, I recommend you read the following two chapters for some insight into a few things I have found to happen along the way.

Chapter 15

THE HATERS

This is a chapter that I am writing reluctantly. It's a chapter in which I try to expose a little of the ugly side of writing. How you deal with these issues will depend on your personality, your ability to deal with negativity, and possibly the type of people that will not provide you with a motivational view of what you are setting out to achieve. We come across them in all aspects of our lives, the naysayers, the negative nancies, and if you have ever read "Our Iceberg Is Melting" by John Kotter, the no no's. It doesn't matter what we are doing; we will always come across these types who will do anything but motivate us to try harder. Having been exposed to a few of these people, I thought and thought about how to deal with their comments and remarks. It is what I tend to do to get me past their unkind, unhelpful, and unwanted rhetoric. Below is a list of words I have heard, and following this list is how I dealt with them to come out the other side, yes perhaps a bit emotionally

bruised but still able to get up and keep going:

“oh, it’s only 90 pages long. The last book I read was 470.”

“Oh, you’ve only published eBooks, are they real books”

“So you have published an eBook. How many have you sold.”

“Oh, you’ve only sold 35 copies.”

“So you self-published, and it’s just an eBook.”

“Tell me what it’s about. I don’t have time to read it.”

“did you ever finish that eBook thingy you were working on”

“it’s not very long, and I thought real books were about 300 pages.”

These are but a few things people have said to me during the time I have been writing, and to be honest, they hurt until I learnt to process these comments for what they are. I was, by definition, a writer as I had been writing for years, even before I got the idea to start my first book. These comments made me doubt myself, my ability, and my conviction, and for a time, I stopped. As time went by and as I matured, I started to learn about people, their mannerisms, egos, and their insecurities. Once I had worked this out, I began to not look at what they were saying but why they were saying it. I always took people as generally lovely, and that is how I treated them. I couldn’t understand, and perhaps I was naive when I believed they were saying these things out of genuine heartfelt interest. Boy, was I wrong? As I worked out what was going on, I was empowered, and this little tip, perhaps you may already know, but as I worked it out, everything became apparent, and the intent of their comment and its perceived power was stopped and had no further effects on me. I started not so much to hear their words but, why they were saying these things. Someone can be standing in front of you screaming in your face and calling you an idiot, telling you they want to blah blah blah. What they are

saying is loud, scary, and makes us feel uncomfortable and perhaps unsafe. What they are trying to do is control you through perceived power, intimidation, and strength. They intend to make you do what they want, which probably is the opposite of what you want to do.

Now let's transfer that situation into one with a theme where writing is the topic. The comment is made "Oh' you've only sold 35 copies". Know one who has your best interests at heart would ever say something like this. In my opinion, it's simply a put down to try and diminish your achievement and make you feel like your efforts were a complete waste of time by implying that if your book was any good and you were a worthwhile writer, you would have sold many more copies. The reason this particular person is saying this to you says more about them than you. If they succeed in their intent, you will end up thinking they are right and they would have had a victory, al be it small, but to them, the size of the win doesn't matter, Only the victory matters. To them, this victory makes them feel self-worth, validation and less insecure.

So, once you work out that this is why they have said this to you, as I said above, it empowers you to see through their trickery and insecurities. They do not care about how many books you sold. Like an alcoholic seizes any opportunity and excuse to have a drink. This type of insecure person will take any chance to put you down to boost their own needs for They just saw an opportunity to make themselves self-worthy, validated and secure.

Once I worked this out, I was able to apply it to many areas of my life, and it has come in very handy in my writing world as well. If you already knew this before reading this chapter, why didn't you tell me! However, if this is all news to you, I hope it can benefit you as well, I really do.

Writing is a gift. Even better than this is having a passion for it. So never let anyone manipulate you into thinking your written words on a page, in a chapter of a book in a bookstore, are anything less of an achievement. An achievement you have made and are now sharing with the world. Some of the time, getting you not to complete your book through negative comments is a type of manipulation for people to validate not needing to try to write one themselves. Pulling you down to their level rather than congratulating you for rising to yours.

By now, you should have a good idea about the haters and how to deal with their nonsense. While hard to write, I hope this chapter helps some of you and always remember this one last point: never give up!

READY SET GO

Well, that's it, you've made it to the last chapter. While I didn't write this eBook to make money, more to help people, I hope you now have some excellent ideas, clarity, and a way forward for writing your eBook. I couldn't capture every aspect of writing, editing, and self-publishing, but I trust this eBook was helpful and answered a few questions you may have had. Perhaps this eBook could be used as a type of reference as you traverse your journey into writing. As a passion of mine, I have helped a few people over the hurdles that come along, which gives me great pleasure. I have never been one to hold onto knowledge as I don't see the purpose. Some people might think this makes them alone, having this knowledge as more self-value, but to be honest, sharing this information is far more rewarding to me than keeping it close to my chest.

Writing is an exciting journey, and I started writing at the age of 17, with poetry about various topics from the usual poetry candidates such as love, love lost, nature, and the occasional piece on war. By the time I was 21, I had started my first eBook, and almost four decades later, I have written and published a few eBooks, this being my ninth. It wasn't easy, and there have been many stumbles and the inevitable writer's block. However, aimed at the beginner, you should now have some direction towards starting and progressing your eBook with the basic foundations within this eBook 101 to guide you. The foundations I have written about within this eBook are what I have formulated out of necessity and

my need to have everything in my life organised into some order. My purpose for this and the process which has found me where I am today involved eliminating distractions through organisation and common-sense principles. It then gives way to just being able to concentrate on writing.

I wish you all the best on your writing journey, and hopefully, my hints and tips in this eBook guide prove as valuable for you as they are to me.

About the author

William Dirk Mayberry is an Australian writer and independent digital publisher based in West Java, Indonesia. Writing across fiction, memoir, essays, educational works, self-help, and reflective nonfiction, his work explores memory, resilience, observation, and everyday human experience through a direct and personal style. His interest in storytelling began during his service in the Royal Australian Navy and later developed into a growing catalogue of independently published digital works released under the Java Free Press imprint. His publications include memoirs such as The Longest Way Home, children's stories from the Bag Chip Bird series, practical educational titles from the 101 Self Help collection, and speculative fiction projects including the Crononaught Collection. Influenced by writers such as Robert Louis Stevenson, his work combines realism, introspection, and accessible storytelling across a range of genres and formats.

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